


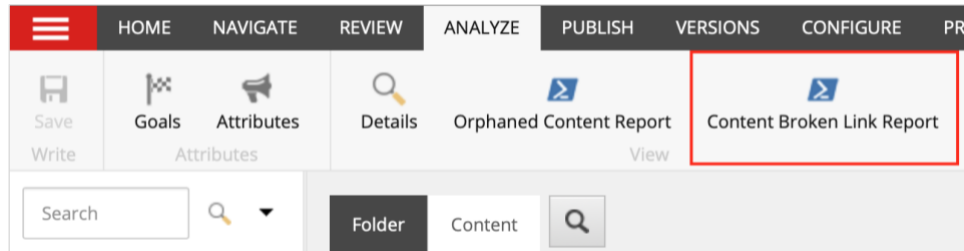
# Sitecore Report Instructions

## Broken Link Report Orphaned Content Report

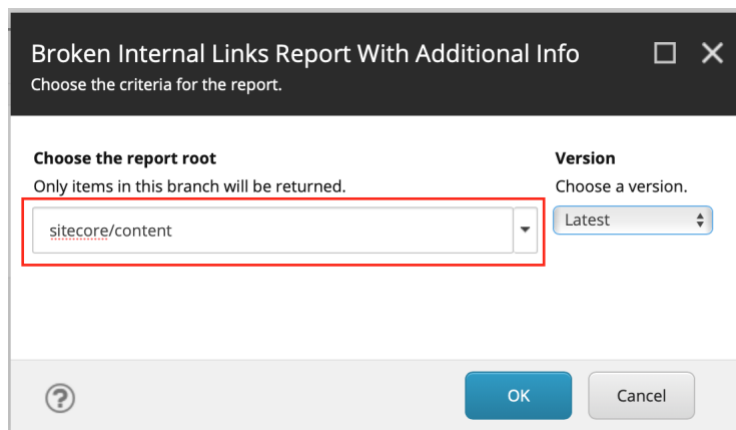
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## Broken Link Report Instructions

1. Log into Sitecore and select the **Content Editor**  module.
2. From the ribbon, select the **Analyze** tab and select **Content Broken Link Report**.
  - a. A dialog box will pop up.

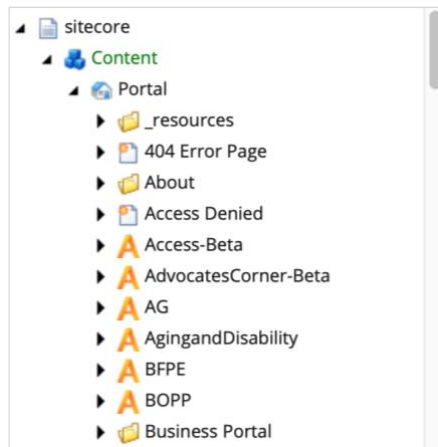


3. From the **Choose the report root**, select the **dropdown** option and navigate to the Agency or folder you want to run the report on.

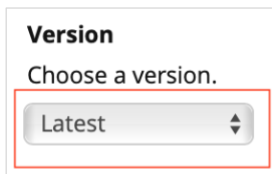


- a. Use the content tree to navigate to the Agency folder.

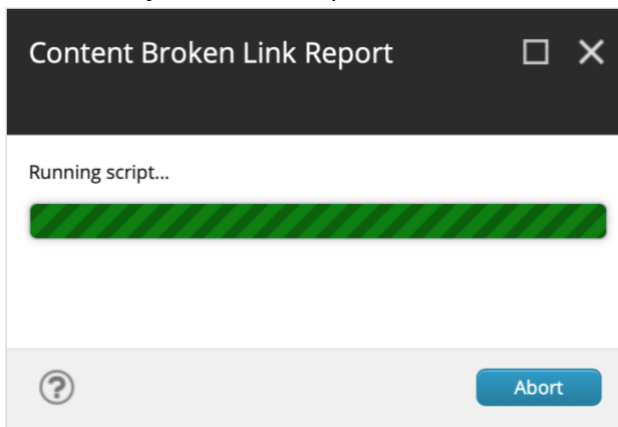
- b. You can run the report on an entire Agency or specific folders within the Agency.



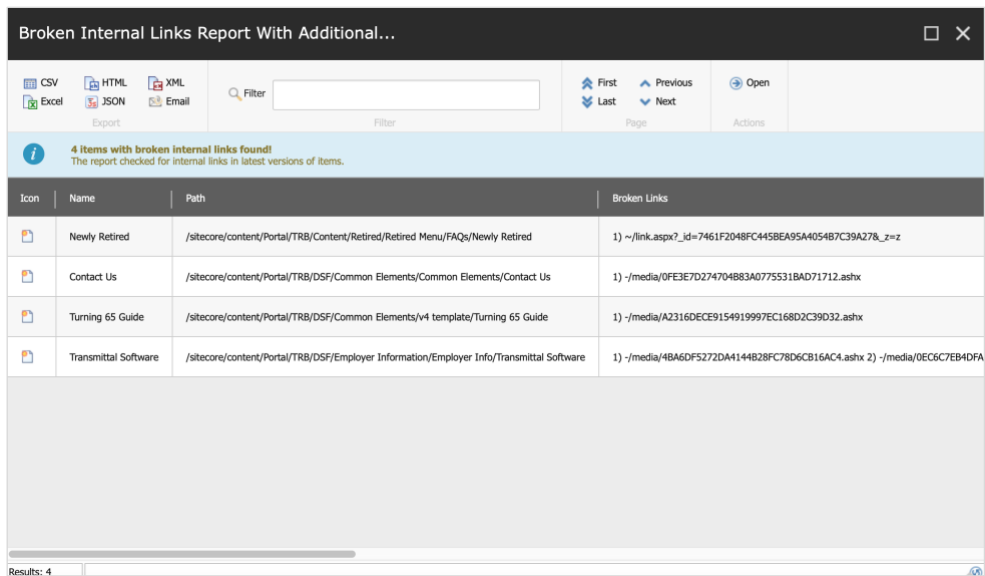
4. Make sure the **Version** from the drop down is set to **Latest**.



5. Select **Okay** to run the report.

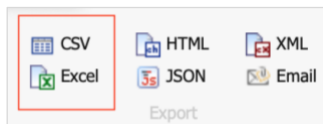


6. Once the report is finished, a dialog box will open up with the results



Icon	Name	Path	Broken Links
	Newly Retired	/sitecore/content/Portal/TRB/Content/Retired/Retired Menu/FAQs/Newly Retired	1) ~/link.aspx?id=7461F2048FC445BEA95A4054B7C39A278_z=z
	Contact Us	/sitecore/content/Portal/TRB/DSF/Common Elements/Common Elements/Contact Us	1) ~/media/0FE3E7D274704883A0775531BAD71712.ashx
	Turning 65 Guide	/sitecore/content/Portal/TRB/DSF/Common Elements/v4 template/Turning 65 Guide	1) ~/media/A2316DECE9154919997EC168D2C39D32.ashx
	Transmittal Software	/sitecore/content/Portal/TRB/DSF/Employer Information/Employer Info/Transmittal Software	1) ~/media/4BA6DF5272DA1144B28FC78D6CB16AC4.ashx 2) ~/media/0EC6C7EB4DFA

7. You can export the results to a csv or excel file.



8. Once exported you can use the spreadsheet to track the broken links.

9. The export will show the following:

- Name:** The name of the page
- Path:** The path where the page lives in the folder structure
- Broken Links:** The broken links that are on the page
  - Note:** if a page has more than one broken link, all broken links will show on the same excel line separated by numbered listing
- Broken Link Text:** The text on the page that is hyperlinked to the broken link
- Updated:** The date the page was last updated (published)
- Updated By:** The Sitecore user who last updated the page

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Acrobat

Tell me

Paste

Calibri (Body)

12

A

A

B

I

U

General

\$

%

Conditional Formatting

Format as Table

Cell Styles


A13

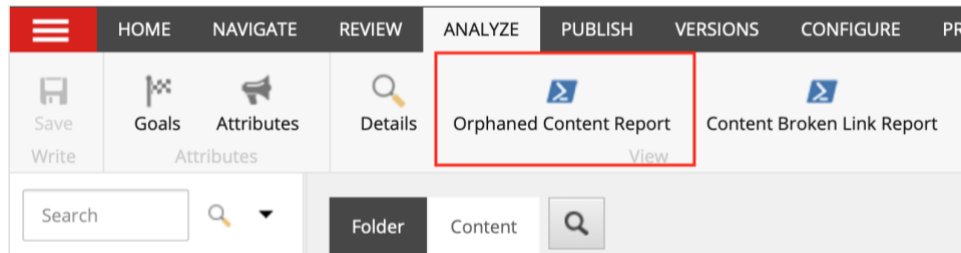
fx

	A	B	C	D	E
1	Name	Path	Broken Links	Broken Link Text	Status Code
2	News Bulletin 2367 July 3 2009	/sitecore/content/Portal/DOB/Bulletin/2009/N 1) ~/link.aspx?_id=1D2F8E9DB0E3	1) website	1) May 19	1) Broken Co
3	2006 Securities Division Administrative Orders	/sitecore/content/Portal/DOB/Enforcement/Ac 1) ~/link.aspx?_id=E42FC43738ED	1) May 19	1) May 19	1) Broken Co
4	Asset Financial Planning Consent Order	/sitecore/content/Portal/DOB/Enforcement/Se 1) ~/link.aspx?_id=62DE3CC2FD6C	1) Stipulation and Agreeme	1) Stipulation and Agreeme	1) Broken Co
5	Florida Company Barred from Offering Busines	/sitecore/content/Portal/DOB/Newsroom/200 1) ~/link.aspx?_id=2EDE567CD98A	1) Candy King of America, I	1) Candy King of America, I	1) Broken Co
6	Cease and Desist Order Issued Against Taylor B	/sitecore/content/Portal/DOB/Newsroom/200 1) ~/link.aspx?_id=79D2CBE0DA91	1) Taylor, Bean & Whi	1) Taylor, Bean & Whi	1) Broken Co
7	State Banking Commissioner Issues Order Agai	/sitecore/content/Portal/DOB/Newsroom/200 1) ~/link.aspx?_id=0F29094A48B4	1) Worldwide Financial Res	1) Worldwide Financial Res	1) Broken Co
8	Spring 2006 Securities Bulletin	/sitecore/content/Portal/DOB/Securities Bulle 1) ~/link.aspx?_id=7864ACEED20F	1) Consent Order	1) Consent Order	1) Broken Co
9	Summer-Fall 2006 Securities Bulletin	/sitecore/content/Portal/DOB/Securities Bulle 1) ~/link.aspx?_id=3CCCE405798D	1) Order Denying Registrati	1) Order Denying Registrati	1) Broken Co
10	Winter 2006 Securities Bulletin	/sitecore/content/Portal/DOB/Securities Bulle 1) ~/link.aspx?_id=43DCB0024A77	1) Stipulation and Agreeme	1) Stipulation and Agreeme	1) Broken Co
11	Winter 2010 Securities Bulletin	/sitecore/content/Portal/DOB/Securities Bulle 1) ~/link.aspx?_id=62DE3CC2FD6C	1) Stipulation and Agreeme	1) Stipulation and Agreeme	1) Broken Co

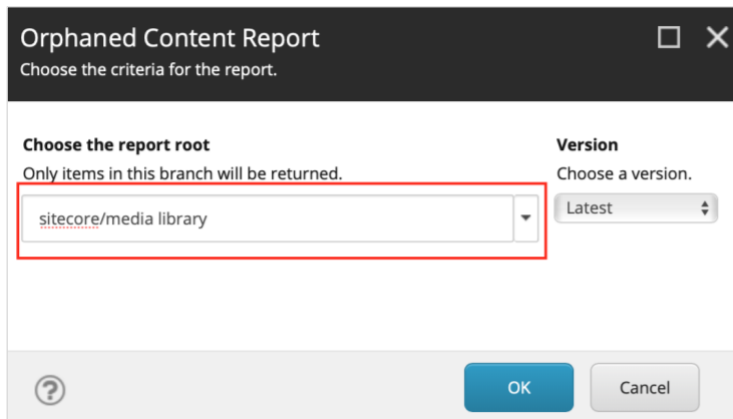
10. When fixing the broken links, the page must go through the entire workflow and be published with the updated fixes before the broken links will be removed from the reports.

## Orphaned Content Report Instructions

1. Log into Sitecore and select the **Content Editor**  module.
2. From the ribbon, select the **Analyze** tab and select **Orphaned Content Report**.
  - a. A dialog box will pop up.

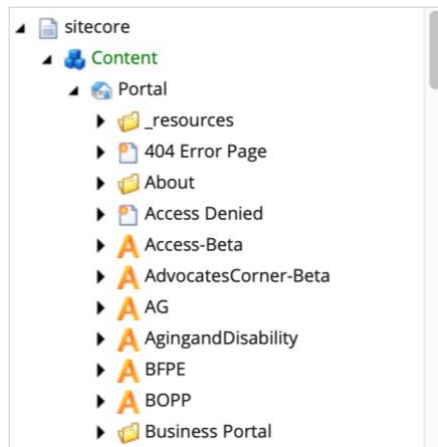


3. From the **Choose the report root**, select the **dropdown** option and navigate to the Agency or folder you want to run the report on.

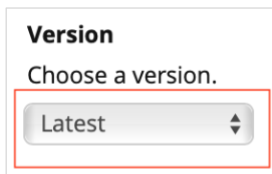


- a. Use the content tree to navigate to the Agency folder.
- b. You can run the report on an entire Agency or specific folders within the Agency.

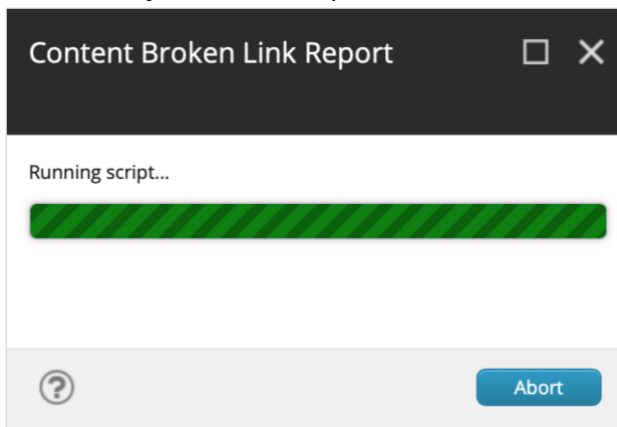
- c. The report can also be run on either the Content or a Media Library folder.



4. Make sure the **Version** from the drop down is set to **Latest**.



5. Select **Okay** to run the report.



6. Once the report is finished, a dialog box will open up with the results.

Orphaned Content Report

CSV HTML XML  
Excel JSON Email

Filter

First Previous  
Last Next

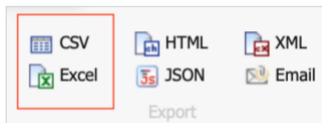
Open

Media items not used by content items  
Lists all media items that are not linked to content items.

Icon	Name	Path
	AnActConcerningtheRightsandResponsibilitiesofLandlordsandTenantsRegardingtheTreatmentofBedBugInfesta	/sitecore/media library/CAES/DOCUMENTS/Bed_Bugs/2016/AnActConcerningtheRightsandRes
	17PathotypesandmetalyxensitivityofPsandtheirdistributioninHeilongjiangChina20112015JGenPlantPatho	/sitecore/media library/CAES/DOCUMENTS/Biographies/17Pathotypesandmetalyxensitivityof
	Molaei et al JP 2019	/sitecore/media library/CAES/DOCUMENTS/Biographies/Molaei et al JP 2019
	SoilandLeafMineralsandSurvivalandGrowthofHybridChestnutTreesPlantedinForestandFieldPlotsinConnecticu	/sitecore/media library/CAES/DOCUMENTS/Biographies/Anagnostakis/SoilandLeafMineralsand
	TN 147a	/sitecore/media library/CAES/DOCUMENTS/Biographies/Anagnostakis/Tennessee/TN 147a
	TN 44	/sitecore/media library/CAES/DOCUMENTS/Biographies/Anagnostakis/Tennessee/TN 44
	6DifferentialgeneandproteinexpressioninsoybeanatearlystagesofincompatibleinteractionwithPhytophthora	/sitecore/media library/CAES/DOCUMENTS/Biographies/Li/6Differentialgeneandproteinexpress
	IntegratedcontrolofjuvenilecitalicxodesscapularisecitalicparasitizingcitalicPeromyscusleucopuscel	/sitecore/media library/CAES/DOCUMENTS/Biographies/Molaei/Integratedcontrolofjuvenilec

Results: 188 Page: 1 / 8

7. You can export the results to a csv or excel file.



8. Once exported you can use the spreadsheet to track the orphaned content.

9. The export will show the following:

- Name:** The name of the page or media item
- Path:** The path where the page or media item lives in the folder structure
- Published:** The date the page or media item was last updated (published)
- Updated By:** The Sitecore user who last updated the page or media item
- Created Date:** The date the page or media item was created (published)
- Created By:** The Sitecore user who created the page or media item
- File Size:** The file size (media items only)
- File Extension:** The file extension type (media items only)



10. When removing any orphaned content or media items, the pages and items must be deleted, and the deletion must be published before the items will be removed from the reports.